

**SECRET**

8 SEP 1969

MEMORANDUM FOR: Executive Officer

ATTENTION : [REDACTED] Executive and  
Planning Division 25X1

SUBJECT : Significant Accomplishments FY 1969 -  
Administration and Training Staff

REFERENCE : Memo fr Adse. dtd 7 Aug 1969, subject:  
OS Significant Accomplishments FY 1969

1. In response to reference the following Administration and Training Staff significant accomplishments during FY 1969 are submitted:

- a. General administrative support of all types was rendered to Office of Security personnel and activities on a continuing basis during the entire fiscal year.
- b. Through a review of excess property listings, necessary equipment with a value of \$39,170 was secured for Office of Security use at no additional cost to the Government.
- c. The volume of property documentation and processing has doubled within the past two years but by streamlining procedures it has been handled with no increase in personnel.
- d. A total of 63 Quality Step Increase Awards were granted to OS Career Service Personnel.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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e. A total of 24 suggestions were presented to the Agency Incentive Awards Committee. Eleven of these suggestions were adopted and cash awards of \$3,500 were granted the suggestors; seven were declined, and six are still pending.

f. Initial Security briefings were given to [redacted] employees entering on duty and the six hour Security Indoctrination Program was presented to [redacted] new employees.

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g. The Security Reindoctrination Program III was incorporated into the monthly "CIA Review Course" given by OTR to overseas returnees. A total of [redacted] employees attended this program.

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h. Individuals and groups unable to attend scheduled Security programs were instructed on an ad hoc basis. A total of 1,672 persons attended these instruction periods.

i. Security orientation briefings were given to 448 summer employees.

j. Orientation to Overseas Security briefings for [redacted] dependent wives preparing to accompany employees overseas was given.

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k. Office of Security component courses were presented as follows:

Special Agents Training Course (3 weeks, 20 students)

Physical Security Course (4 weeks, 10 students)

Senior Agents Seminar (1 week, 21 students)

Security Officers Field Course (1 week, 8 students)

1. One hundred seventy-nine employees were enrolled in various Office of Training Courses and 76 employees attended external training courses including major schools such as the Armed Forces Staff College and the Harvard Program for Management Development.

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Chief, Administration and Training Staff

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